

30 JUN 1962

MEMORANDUM FOR: Assistant Director/Scientific Intelligence

SUBJECT: Temporary Administrative Support to  
ESPD

1. As you know, ESPD is being officially transferred to the DD/R, and being renamed the Office of ELINT (OEL), effective about 29 June 1962.

2. With the beginning of the new fiscal year various administrative account numbers should be changed to indicate OEL's new organizational location. Following conversations between [REDACTED] of my 25X1A9a office and [REDACTED] of OSI, arrangements have been made to establish correct new symbols on the books of account. I have not, however, yet been able to establish the small support staff that will be required to take over from you the administrative and paper work incident to OEL's transfer.

3. The purpose of this memorandum is to request that your office continue for a short period to perform administrative support functions for OEL, including "funds available" and T&A certifications. The only difference from the past method of operation will be that your front office will no longer be burdened with approvals for travel, financial accountings, leave, etc.

4. I would hope and expect that this would be a very temporary arrangement, and I am pushing the DD/S to get a support staff established for us as soon as possible.

Signed Herbert Scoville, Jr.

HERBERT SCOVILLE, JR.  
Deputy Director  
(Research)

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1 - [REDACTED]

1 - DD/R Subject

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DDR: [REDACTED] :bb (29 June 62)